ISO/TR 26122:2008-06 (E)

Information and documentation - Work process analysis for records

Contents

Page

Foreword iv

Introduction v

1 Scope 1

2 Normative references 1

3 Terms and definitions 2

4 Undertaking work process analysis 2
4.1 General 2
4.2 Records dimension of work process analysis 3
4.3 Scope and scale of work process analysis 3
4.4 Participants and validation 4
4.5 Responsibilities 4

5 Contextual review 5
5.1 General 5
5.2 Outcomes of the contextual review 6

6 Functional analysis 6
6.1 General 6
6.2 Analysis of the functions 7

7 Sequential analysis 8
7.1 General 8
7.2 Identifying the sequence of transactions in a process 10
7.3 Outcomes of the analysis of the sequence of transactions in a process 10
7.4 Identifying and analysing the variations to the process 10
7.5 Outcomes of the analysis of variations to the process 11
7.6 Establishing the rules governing the identified constituent transactions 11
7.7 Outcomes of the analysis of the rules base for transactions 12
7.8 Identifying the links to other processes 12
7.9 Outcomes of the analysis of the links to other processes 13

8 Validating the analysis of the work process with the participants 13
8.1 General 13
8.2 Validation process 14
8.3 Outcomes of the validation with the participants 14

Bibliography 15